

INSTRUCTIONS: EXHIBIT D – 2003 BUILDING STATUS REPORT

Project Name	Indicate the building name or address as identified on IRS Form 8609 Part I-A.
Building Identification Number (BIN)	List the Building Identification Number assigned to the project, and identified on IRS Form 8609 Part I-E.
City, County	Identify the city and the county in which the project is located.
Total Number Rental Units in Building	List the total number of residential rental units in this building.
Total Number of Low-Income Units in 2002	Identify the total number of qualified low-income units in the building as of 12/31/02.
Number Low Income Units 12/31/03	Identify the low-income portion reported on line 2 of Schedule A, of IRS Form 8609 for tax year 2003 (lesser of the number of units vs. square feet).
Percent of Low Income Units 12/31/03	Total Low Income Units on 12/31/03 divided by Total Number Rental Units.
Prepared by, Title, Telephone Number	List the name, title and telephone number of the person completing the report.
Unit Number	The identifying number assigned to the unit by the owner.
Number of Bedrooms	State the number of separate bedrooms contained in the unit.
Square Feet of the Unit	State the number of square feet contained in the unit.
Move in Date	The date on which the resident(s) moved into the unit. For residents who occupied the unit on the date the building was Placed in Service, the move in date is the date the building was purchased.
Resident Name	State the last name of the resident(s) occupying the unit, as shown on the lease.
Move in Income	The ANNUAL amount of income the resident(s) earned on the date that they moved into the unit.
Move in Rent	The total monthly rent amount identified on the lease, regardless of who is responsible for the payment.
Annual Recertification Date	The date on which the resident's income was recertified during 2003.
Annual Recertification Income	The GROSS ANNUAL resident income projected for the 12 months following the date of the Annual Recertification.
Annual Recertification Rent	The total monthly rent amount identified on the lease during 2003, regardless of who is responsible for the payment.
Number in Household	The number of persons living in the unit, including non-related household members.
Non-Qualified Student (NQS)	If the unit is entirely occupied by students (adults attending college or a vocational school full time or children attending elementary or high school), the unit must have a student status exemption outlined in Section 42 (i) (3) (D). Identify whether the unit is entirely composed of students YES = Y or NO =N.
Utility Allowance	Indicate the MONTHLY amount of utilities for this unit that the OWNER does not pay. This is the amount that the resident would be responsible for monthly. Section 8 Utility Allowance Charts MUST be used for Section 8 Voucher or Certificate holders, while RHS provided allowances must be used for RHS residents. IN ADDITION, ATTACH A COPY OF THE UTILITY SCHEDULE IN EFFECT FOR THESE UNITS.
Resident Paid Rent	The resident paid portion of the monthly rent amount identified on the lease as of the date the 2003 income was recertified. THIS DOES NOT INCLUDE THE AMOUNT OF SUBSIDY PAID by Section 8 or RHS.
Special Needs Code	If this unit has been SET ASIDE for a special housing needs population, identify using the following codes: RHS (FmHA) assisted = F, Section 8 assisted = S, elderly resident(s) = ELD, disabled resident(s) = DIS, and additional units set aside for very low income residents earning less than 50% of the area average median income = 20/50.
Move Out Date	If applicable, the date the resident(s) moved out of the unit. NOTE: If the resident(s) moved out before 12/31/03, the next resident(s) to occupy the units must be identified on this report, with all rent, utility, and income amounts listed.